




APPLICATION TO EMPLOY

The court reviews all Applications to Employ for compliance with [D.N.J. LBR 2014-1](#). Failure to comply may delay the entry of the order.

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Employ** from drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** Select party; click [NEXT]
-  *TIP - You must select the party filing the application. For example, select the debtor as the “filer” if he or she is seeking to employ an appraiser.*
- STEP 7** **DO NOT SCHEDULE THIS APPLICATION FOR A HEARING.** Click [NEXT] to skip adding this application to the judge’s calendar
- STEP 8** Upload PDF file and any attachments; click [NEXT]
-  *TIP - Supporting documents and proposed orders are added to the event as ATTACHMENTS to the application.*
- STEP 9a** Objection deadline will set automatically, **do not change**.
- STEP 9b** Enter the name of the person or firm the applicant wishes to employ, e.g. Smith Consultants
- STEP 9c** Enter the “type of party” the applicant wishes to employ, e.g. Appraiser; click [NEXT].
- STEP 10** Confirm case name and number; click [NEXT]

STEP 11 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

 *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

Application to Employ Smith Consultants as Appraiser, Filed by John Hugges on behalf of Dan Maut . (Hugges, John)

STEP 12 Notice of Electronic Filing displays